

COMPLAINTS ABOUT FELLOW EMPLOYEES

The Board expects that all District employees will conduct themselves with professionalism, patience, and courtesy in their interactions with fellow employees, and trusts that most workplace disagreements can be amicably and informally resolved by the parties directly involved. However, the Board recognizes that, from time to time, an employee may have a complaint about a fellow employee which requires investigation, mediation, and/or other assistance from the District in obtaining a satisfactory resolution. Therefore, where a District employee has a complaint about a fellow employee, and the procedures for addressing such complaint are not specifically addressed in another Board Policy or in a collective bargaining agreement applicable to such employee, the following procedures set forth below shall be followed.

Complaints About Non-Administrative Employees

A complaint about a non-administrative employee shall be submitted in writing to the building principal or immediate supervisor of the employee against whom the complaint is made. The building principal or immediate supervisor shall promptly investigate the complaint and may take those actions necessary to address the matter, as deemed necessary by the building administrator or immediate supervisor, in accordance with Ohio law, Board Policy, and any applicable collective bargaining agreement.

Complaints About Administrative Employees

A complaint about an administrative employee shall be submitted in writing to the Superintendent. The Superintendent shall promptly investigate the complaint and may take those actions necessary to address the matter, as deemed necessary by the Superintendent, in accordance with Ohio law and Board Policy.

Complaints About the Superintendent or Treasurer

A complaint about the Superintendent or Treasurer shall be submitted in writing to the Board President. The Board President shall address the complaint with the other members of the Board during an executive session of the Board at its next meeting. If deemed warranted by the Board, the complaint shall be investigated, and the Board may take those actions necessary to address the matter, in accordance with Ohio law and Board Policy